

GARDEN CITY MINOR HOCKEY ASSOCIATION POLICY MANUAL

Contents

GOVERNANCE POLICIES	
GP-1: The Garden City Minor Hockey Association.....	4
GP-2: Garden City Minor Hockey Association Directors’ Code of Conduct	6
GP-3: Board Job Description	7
GP-4: Directors’ and Officers’ Duties	8
GP-5: Board Of Directors’ Meetings	10
GP-6: GCMHA Annual General Meeting.....	12
GP-7: Board Committee Principles	13
GP-8: Board Succession Management.....	15
GP – 9: Administrator’s Job Description.....	17
GP – 10: Bookkeeper Job Description.....	18
HOCKEY OPERATIONS POLICIES	19
HO-1: GCMHA Codes of Conduct.....	19
HO-2: Registration/Refund Policy	22
HO-3: Conflict and Complaint Resolution	25
HO-3: Hockey Operations: Coach Selection Protocol	28
HO-4: Player Eligibility	29
HO-5: 2011/2012 Tryout Policy	31
HO-6: Trying Out For GCMHA Teams On A Waiver	34
HO-7: Trying Out In A Higher Series	35
HO-8: Affiliate Players.....	36
HO-9: Changes In Roster Policy	37
HO-10: Development Policy	38
HO-11: Job Description: Development Coordinator	40
HO-12: Job Description: Timekeeper Co-Ordinator.....	42
HO-13 High School Hockey.....	43
HO-14: Team And Player Attire	44

HOCKEY ADMINISTRATION POLICIES

HA-1: Insurance.....46

HA-2: Privacy48

HA-3: Police Screening Policy50

HA-4: Annual Awards Policy53

HA-5: Harassment Policy57

HA-7: Financial Control.....62

APPENDICES

GOVERNANCE POLICIES

GP-1: The Garden City Minor Hockey Association

The Garden City Minor Hockey Association was incorporated under the Corporations Act of Ontario on March 30, 2011, and operates under the governance of its By-Laws, Policies and Rules of Operation in conjunction with the Manual of Operations of the Ontario Minor Hockey Association. GCMHA brings together three minor hockey associations: The St. Catharines Jr. Falcons, responsible for operating “AA” hockey in the City; the present St. Catharines Warriors, responsible for operating “A” hockey in the City, and the Merritton Athletic Association Bulldogs, responsible for operating “AE” and Local League Hockey in the City.

The GCMHA provides players with:

1. OMHA certified, skilled and committed coaches and coaching staffs guiding the development of the players.
2. Resources for player development to nurture skill development, endurance and team building. Use of funds allocated to each team at the discretion of team coaches.
3. A comprehensive and cohesive administrative structure that ensures the best hockey program available.
4. Proper movement of players within the various levels of rep hockey;
5. A defined tryout process and fee structure that will work for all members; and
6. Developmental programs for both coaches and players.

Mission

The GCMHA is committed to developing player skills and understanding of the game, creating a life-long love of this sport, and growing hockey in the community. The commitment of the GCMHA is demonstrated in the added value offered to every player who chooses to skate with the organization.

Fair Play: The Garden City Minor Hockey Association supports the Fair Play Hockey Program.

Please note that the Fair Play Program does not change any rules in the game of hockey. It is a program to establish a standard of acceptable behaviour and attitude between all participants and provide a positive environment in which our children can learn and enjoy themselves.

5 basic principles of fair play

1. Respect the rules.
2. Respect the players and parents.
3. Respect the coaches, officials and their decisions.
4. Have everyone participate.
5. Maintain your self control at all times.

At this rep level of hockey, expectations of equal playing time are **unrealistic**; however, coaches are dedicated in the development of each player and follow fair play rules.

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GOVERNANCE POLICIES

GP-2: Garden City Minor Hockey Association Directors' Code of Conduct

The Garden City Minor Hockey Association board commits itself and its directors to ethical and businesslike conduct, including proper use of authority and appropriate decorum when acting as Directors.

1. Directors must be loyal to the Association and its aims and objectives, not conflicted by loyalties to other organizations, or any personal interest or agenda as an association member.
2. Directors must exercise the powers of their office in good faith and in the best interests of the association.
3. Directors must act at all times with due diligence, care and skill in a reasonable and prudent manner, accepting the responsibilities of the position.
4. Directors must conduct themselves in a spirit of collegiality and respect for each other and for the Association. Board deliberations should be carried out in a positive manner, based on objectivity and stepping outside of personal opinions to maintain the integrity of the Board.
5. Directors must avoid conflict of interest with respect to their fiduciary responsibility.
 - a. Every committee member or director who directly or indirectly has an interest in a proposed contract or transaction with the Association shall make a full and fair declaration of the nature and extent of the interest at the meeting, and will refrain from voting or speaking in debate on such contract or transaction; and will refrain from influencing the decision on such contract or transaction.
 - b. The declaration of a conflict of interest shall be made at the meeting at which the question of entering into the contact or transaction or other matter is first taken into consideration or, if the Director is not at that Board Meeting, his declaration of a conflict of interest shall be made at the next meeting held or after the committee member or director assumes the office.
6. Directors may not attempt to exercise individual authority over the Association. A Director's interaction with public, press or other entities must recognize the same limitation and the inability of any board member to speak for the board except explicitly stated board decisions.
7. Directors must respect the confidentiality appropriate to issues of a sensitive nature.
8. Directors must support the legitimacy and authority of final decisions by the board on any matter, regardless of the members' personal position on the issue.
9. A Director who is absent from three (3) meetings without giving previous notice to The Secretary, or any Director failing to carry out the assigned responsibility, shall be deemed to have forfeited his/her position as Director.

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GOVERNANCE POLICIES

GP-3: Board Job Description

Intent:

The Constitution and By-laws of the GCMHA give the Board the authority to direct and control the Garden City Minor Hockey Association.

Regulation:

As the body that bears legal responsibility for the Garden City Minor Hockey Association, the board shall have the following governance responsibilities.

- 1) Build and maintain a solid framework for the association's operations
- 2) Define the overall direction and results to be accomplished by the association
- 3) Delegate authority to the Operating Committees in a clear and safe manner
- 4) Serve as a bridge between the association and the membership and between the OMHA and other relevant regional, provincial and national hockey associations.
- 5) Evaluate the results achieved by the association.
- 6) Demonstrate accountability to the membership.

Procedure:

The GCMHA board shall:

- a) Determine and adopt written policies to govern the operation of the association;
- b) Understand the hockey needs of the Garden City Minor;
- c) Adopt an annual Business Plan;
- d) Appoint qualified Coaches
- e) Ensure a strong, stable framework is in place that clearly shows how authority is delegated to the Officers and Committees;
- f) Evaluate the Coaches annually;
- g) Measure whether the programs and activities used to achieve goals and objectives have achieved the intended results annually;
- h) Ensure that the necessary resources are available to achieve intended results;
- i) Evaluate the board regularly;
- j) Ensure that the association is operated in accordance with the **GCMHA Constitution, its Rules of Operation and those of the OMHA.**

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GOVERNANCE POLICIES

GP-4: DIRECTORS' AND OFFICERS' DUTIES

Officers

The Board of Directors shall manage the affairs of The Association. The Board shall consist of the following:

President
1st Vice President
2nd Vice President
Past- President
Treasurer
Director-At-Large
Director-At-Large
Director-At-Large
Director-At-Large
Director-At-Large

Officers:

The Officers of the Association shall consist of: President, 1st Vice-President (Hockey Operations), 2nd Vice-President, () and Immediate Past President.

The Governing Board of GCMHA shall be responsible for the following:

- a) Governing the proper movement of players within the various levels of rep hockey;
- b) Defining a tryout process and fee structure that will work for all members; and
- c) Creating developmental programs for both coaches and players.

Duties of Officers

1. **PRESIDENT:** The president shall be the chief executive officer of the corporation. He shall preside at all meetings of the corporation and of the board of directors. He shall have the general and active management of the affairs of the corporation. He shall see that all orders and resolutions of the board of directors are carried into effect.
2. **VICE-PRESIDENT:** The vice-president shall, in the absence or disability of the president, perform the duties and exercise the powers of the president and shall perform such other duties as shall from time to time be imposed upon him by the board of directors.
3. **TREASURER:** The treasurer shall have the custody of the funds and securities of the corporation and shall keep full and accurate accounts of all assets, liabilities, receipts and disbursements of the corporation in the books belonging to the corporation and shall deposit all monies, securities and other valuable effects in the name and to the credit of the corporation in such chartered bank of trust company, or, in the case of securities, in such registered dealer in securities as may be

designated by the board of directors from time to time. He shall disburse the funds of the corporation as may be directed by proper authority taking proper vouchers for such disbursements, and shall render to the president and directors at the regular meeting of the board of directors, or whenever they may require it, an accounting of all the transactions and a statement of the financial position, of the corporation. He shall also perform such other duties as may from time to time be directed by the board of directors. The treasurer may complete such duties with assistance of a bookkeeper.

4. **BOARD OF DIRECTORS MAY APPOINT A SECRETARY:** The board of directors, upon resolution, may appoint a Secretary empowered to carry out the affairs of the corporation generally under the supervision of the officers thereof and shall attend all meetings and act as clerk thereof and record all votes and minutes of all proceedings in the books to be kept for that purpose. He shall give or cause to be given notice of all meetings of the members and of the board of directors, and shall perform such other duties as may be prescribed by the board of directors or president, under whose supervision he shall be. He shall be custodian of the seal of the corporation, which he shall deliver only when authorized by a resolution of the board of directors to do so and to such person or persons as may be named in the resolution.
5. **ALL OTHER OFFICERS:** The duties of all other officers of the corporation shall be such as the terms of their engagement call for or the board of directors requires of them.
6. **GOVERNING DOCUMENTS:** The GCMHA Policy Manual will be accepted as administrative and procedural influence for day to day operations of GCMHA and provide direction for governance and Rules of Operations incorporating the following documents: Code of Conduct, Tryout Policy, Affiliation Protocol and Player Development Model and Guidelines. Separate manuals govern the operations of GCMHA Teams and Parents' Auxiliary.

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GOVERNANCE POLICIES

GP-5: BOARD OF DIRECTORS' MEETINGS

Content

The Garden City Minor Hockey Association Constitution requires that the Board of Directors hold at least one regular meeting per month to consider the business of The Association and any other related matters. although allowance is given for additional meetings and, as necessary, for special meetings..

Regulation

1. Meeting agendas and minutes of previous meeting shall be provided to directors not less than 1 week prior to the scheduled meeting.
2. Meetings may be held at a place determined by the President, or in his absence, the Vice-President.

Procedure

1. Questions arising at any meeting of The Board shall be decided by a majority of votes. **ALL** Officers and all Directors may vote on all issues. In the case of an equality of votes, the result is deemed to be negative.
2. Every question shall be decided by a show of hands, unless a secret ballot is required by a Director present. A declaration by the Chair that a motion has been carried or defeated and an entry in the minutes of the meeting shall be sufficient evidence of the fact, without proof of the number or proportion of the votes recorded in favour or against such motion.
3. No error or omission in giving such notice for a meeting of Directors shall invalidate or make void any proceedings taken or had at such meeting and any Director may at any time waive notice of any such meeting and may ratify and approve of any or all proceedings taken or had thereat.
4. **Notice of all Board meetings** and an invitation to Members to attend shall be made by the Secretary or on the Association website. All Board meetings shall be open to Members and such other persons who may be invited by the Board.
5. **In Camera Meetings:** Notwithstanding the foregoing, the Board may recess to an in camera session to:

- a. Entertain, discuss and decide business matters and transactions which affect the character and/or reputation of a Member or other person; or
 - b. if the decision required is based on the character or reputation of a Member or other persons; or
 - c. when the business is such that the Association could be prejudiced by reporting of the business discussed in the private session.
 - d. No party, other than the Board, or a non-Board Member with the invitation of the Board, may attend an in camera session.
 - e. At such in camera session, the Board shall appoint as recording secretary, one of its Members, and all notes and recordings shall be maintained by said appointed Director, until the business matter is concluded and a resolution of the Board is made respecting same.
 - f. All notes and records arising from such in camera session shall be assembled in one file and sealed and thereafter, be provided to the Secretary of the Association, for safe-keeping.
5. Confidentiality: Every director shall respect the confidentiality of matters brought before the Board in camera.

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GOVERNANCE POLICIES

GP-6: GCMHA Annual General Meeting

BACKGROUND

Requirements for the GCMHA Annual General Meeting are set out in the organization's constitution and excerpted below.

REGULATION

1. The Annual General Meeting of the GCMHA will be held in the month of May with a date to be determined each year by the Governing Board of the GCMHA.
2. The following business shall be transacted at annual general meeting:
 - a. To receive and consider the annual report of The Board of Directors, the Financial Statement, and the Report, if any, of the auditors.
 - b. To ratify all acts, by-laws and proceedings of The Directors and Executive since the last Annual meeting of the members
 - c. To review and consider such amendments to The Constitution as may be presented.
 - d. To act upon a member's proposal if such a proposal was made in writing and presented to the Secretary of the association at least thirty (30) days prior to the date of The Annual General Meeting;
 - e. To elect the Officers and Directors of the Association for the following Year.
 - f. To transact such further business as may properly be brought before the meeting or any adjournment thereafter.

PROCEDURE

3. Fourteen (14) days' written notice shall be given to each voting member on the Association website of any annual or special general meeting of members. Notice of any meeting where special business will be transacted shall contain sufficient information to permit the member to form a reasoned judgment on the decision to be taken. Notice of each meeting of members must remind the member if he has the right to vote by proxy.
4. Each voting member present at a meeting shall have the right to exercise one vote. There shall be no proxy votes
5. A bare majority of the votes cast by the members present and carrying voting rights shall determine the questions in meetings except where the vote or consent of a greater number of members is required by the Act or these By-laws.
6. The following affirmative voting requirements are necessary for the passing of any voting matter:
 - a. Constitution Amendments – 2/3 majority of votes cast.
 - b. Bylaw Amendments – 2/3 majority of votes cast;
 - c. Policy and procedure changes – bare majority of votes cast;
 - d. Election of Officers – bare majority of votes cast;
 - e. Other Miscellaneous Matters – bare majority of votes cast.

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GOVERNANCE POLICIES

GP-7: Board Committee Principles

Background

The GCMHA Constitution gives its governing Board the authority to appoint such committees as it considers expedient. The Board believes that 1) committees should be used only to strengthen the Board's ability to do its job and 2) committees should never disrupt the integrity of the Board.

Policy

1. The following Committees are standing committees of the Board:
 - a. AA Hockey Committee
 - b. A Hockey Committee
 - c. AE Committee
 - d. Convenors
 - e. Special Events
 - f. Fundraising
 - g. House League Committee
 - h. Advisory Committee*
2. The directors shall determine the authority, jurisdiction and duties of these committees.
3. The board of directors may appoint committees whose members will hold their offices at the will of the board of directors. The Association shall create the following standing committees which shall operate within the provisions of the constitution and the by-laws of The Association.
4. The Board may establish additional permanent standing or *ad-hoc* committees to address such issues as may arise from time-to-time.
5. Save and except where authorized by The Board of Directors, no committee shall have the power to act for or on behalf of The Association or otherwise commit or bind The Association to any course of action. Committees shall only have the power to make recommendations to The Board of Directors, or to the members, as the board may, from time to time, direct.
6. Each committee wherever possible shall be comprised of at least three (3) persons, one (1) of whom shall be selected as Chairman, and where necessary, a secretary/treasurer.
7. Committees shall prepare alternatives and implications for Board consideration and debate rather than make recommendations.
8. Where a committee manages, receives, disburses or maintains any funds, the funds shall be set aside by the committee in a bank account operated by the committee.
9. These funds are at all times the property of the association;
10. The committee is at all times accountable to the Treasurer of the association;

11. If an ad hoc committee has accomplished its expectations for the season, the committee shall cease to exist.
12. A committee that is established by the board may include non-board members.

Procedure

1. Terms of Reference including the purpose, objectives, authority, membership and time-limits shall be defined for every committee.

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GP-8: BOARD SUCCESSION MANAGEMENT

Background

As set out in the Garden City Minor Hockey Association Constitution, the affairs of the Association shall be managed by a Governing Board which shall consist of four (4) elected Directors, the Immediate Past President and five (5) appointed Directors, one to be appointed by each of the Centre Participants.

Notwithstanding the foregoing, for the Inaugural Year, there shall be no elected Directors and the Board shall be comprised solely of the appointed Directors.

Regulation

1. The term of all incumbent Directors serving during the Inaugural Year shall expire and terminate on the election of Directors at the AGM held at the completion of the Inaugural Year.
2. Each elected Director shall hold office for a period of two (2) years and shall cease to be a Director at the AGM held on or about the second (2nd) anniversary date of the Director's election.
3. Each appointed Director shall cease to hold office at such time as their replacement has been appointed by their respective Centre Participant.
4. In order to establish a rotation of elected Directors following the completion of the Inaugural Year, the Vice-President and Secretary shall be subject to election at the next AGM, while the President and the Treasurer shall serve for a further one (1) year.
5. At each successive AGM, two (2) elected Director's positions shall be subject to an election. No elected Director shall hold office for more than three (3) consecutive terms of two years, except in the event that there are insufficient candidates to elect a complete slate of Directors as contemplated by this By-law.
6. Each Participant Centre may appoint an alternate to represent the participant centre in order to ensure representation at each meeting. If a Participant Centre appoints an alternate, the appointed Director and the alternate have only one vote.
7. If an elected Director resigns or is otherwise removed, the Board shall appoint a replacement Director. The replacement Director shall serve out the balance of the original term.
8. In the event that a Director appointed by a Centre Participant resigns or is otherwise removed, **ONLY** the Centre Participant shall have the authority to appoint a replacement Director. If the Centre Participant does not appoint a replacement, the seat shall remain vacant. Should the number of Centre Participants increase or decrease beyond or below five (5), the number of appointed Directors will increase or decrease commensurately.

Procedure

1. After the Inaugural Year, all elected and appointed board members must meet the following eligibility qualifications:
 - a. Be at least eighteen (18) years of age;
 - b. Be and remain a Member in good standing of the Association or a member of one of the Centre Participants (as that term is defined in their respective bylaws or constitutions, as the case may be) ;
 - c. Produce a clear police screening report from the police force having jurisdiction where the Director resides.
 - d. Not be an un-discharged bankrupt or of unsound mind;

2. Prior to the first Annual General Meeting, the Board shall prepare a profile and survey to:
 - a. Identify current members wishing to continue beyond the Inaugural Year
 - b. Identify potential board members for the upcoming board.

3. The Board shall develop a plan to encourage potential board members to consider serving on the GCMHA board.

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GOVERNANCE POLICIES

GP – 9: Administrator’s Job Description

Duties of the Registrar: (Adapted from NNHA Constitution)

1. Maintain the membership and team lists;
2. Register players with OMHA, HC and create and submit approved rosters to the Regional Executive Member of the OMHA;
3. With the assistance of coaches and team managers, submit to the OMHA the Affiliated Players’ Lists for each team and the Coaches-At-Large Roster for the Association;
4. Ensure that all bench staff are certified with HC through roster approval;
5. Assist in the transition of duties to the incoming Secretary; and

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Such further and other matters as may be ancillary to the duties as set out above.

GOVERNANCE POLICIES

GP – 10: Duties, Roles and Responsibilities of the GCMHA Bookkeeper

Background:

The GCMHA Bookkeeper reports directly to the GCMHA President / Treasurer, serving on a two-year, renewable contract. The Bookkeeper is paid, part-time position, requiring a minimum of two hours per month in the GCMHA office with additional time requirements as specified below.

The position requires a courteous and professional demeanor, an ability to communicate effectively and to work closely with the Board of Directors, the Administrator, team officials and other volunteers. Because of the close connection with the Board of Directors this position has no voting rights.

Policy:

The GCMHA Bookkeeper's chief responsibility is to provide financial information, advice and documentation to the Treasurer and Board of Directors on the condition of GCMHA finances and to assist the Administrator. The position is also guided by the Financial Control Policy.

Accordingly, the Bookkeeper shall:

1. Attend all Board Meetings.
2. Maintain control of the association's financial records.
3. Supply timely Financial Statements (Balance Sheet and Income & Expense Statement) and other reports as outlined by the Treasurer for board meetings.
4. Approve cheques for the association as required.
5. Prepare documents for the Annual General Meeting.
6. Assist in filing documents necessary to maintain the corporate status of GCMHA.
7. Assist teams in liaison with Leagues and OMHA.
8. Attend Tryouts.
9. Assist in collecting registration and tryout fees.

Approved: March 14 2019

HOCKEY OPERATIONS POLICIES

HO-1: GCMHA Codes of Conduct

Background:

The **OMHA Code for Conduct** identifies the standard of behaviour which is expected of all OMHA members and participants. For the purpose of this policy, “**participants**” shall include all players, guardians, parents, coaches, officials, volunteers, directors, officers, committee members, conveners, team managers, trainers, administrators and employees involved in OMHA activities and events.

OMHA is committed to providing an environment in which all individuals are treated with respect. Members and participants of OMHA shall conduct themselves at all times in a manner consistent with the values of OMHA which include fairness, integrity and mutual respect.

1. During the course of all OMHA activities and events, members shall avoid behaviour which brings OMHA or the sport of hockey into disrepute, including but not limited to abusive use of alcohol, use of non-medical drugs and use of alcohol by minors.
2. OMHA members and participants shall at all times adhere to OMHA’s operational policies and procedures, to rules and regulations governing OMHA events and activities, and to rules and regulations governing any competitions in which the member participates on behalf of OMHA.
3. Members and participants of OMHA shall not engage in any activity or behaviour which interferes with a competition or with any player or team’s preparation for a competition, or which endangers the safety of others.
4. Members of OMHA shall refrain from comments or behaviours which are disrespectful, humiliating, demeaning, offensive, abusive, racist or sexist. In particular, behaviour which constitutes bullying, harassment or abuse will not be tolerated, and will be dealt with under OMHA’s Harassment & Abuse policy.
5. Failure to comply with this Code of Conduct may result in disciplinary action in accordance with the Discipline Policy of OMHA. Such action may result in the member losing the privileges which come with membership in the OMHA, including the opportunity to participate in OMHA activities and events, both present and future.

www.omha.net

GCMHA Policy:

In the spirit of the OMHA Code of Conduct, the following conduct rules apply to players, coaches, off-ice officials, parents and board members.

GCMHA PLAYERS

1. Play for the fun of it and release your competitive spirit in a sportsmanlike manner.
2. Work equally hard for yourself and the team;
3. Respect your coaching staff;
4. Respect and support your fellow player;
5. Show respect to the officials of the game;
6. Adhere to the coach's rules and those of the Association;
7. Adhere to dress code;
8. Commit to the team;
9. Be prepared for the game, physically and emotionally;
10. Control your temper;
11. Treat all players as you would like to be treated yourself.

The following behaviours are unacceptable from a GCMHA player:

1. Swearing, arguing with a referee, trash talking your opponent, purposely trying to injure a player or damaging the facilities;
2. Acting in a physically aggressive manner towards a teammate.
3. Teasing or making fun of another player's looks, body size or race;
4. Playing practical jokes that can embarrass or physically hurt a person.
5. Criticizing or blaming another player for the game outcome.

Manager/Coach/Convener

1. Do not criticize other players – they are other people's children.
2. Do not talk about other parents.
3. Be supportive of your own kids
4. Accept the ruling of the board of Directors – the members of the Association have elected them.
5. Commit to the demands of travel hockey.
6. Do not use alcohol in unauthorized areas.
7. Be a role model and conduct yourself accordingly – disrespectful, offensive, abusive, racist or sexist behaviour toward anyone will not be tolerated.
8. Become familiar with the Canadian Hockey Association policy on harassment and abuse.

Coaches

1. Conduct yourself in a professional manner, demonstrating an exemplary demeanour to your players and to the organization.
2. Make a personal commitment of keep informed of sound coaching principles and the principles of individual growth and development.
3. Be well organized, having appropriate staff and equipment.
4. Communicate your aims and objectives, both verbally and in writing, to players and parents, amending when needed during the season.
5. Teach all payers equally, to their abilities.

6. Commit to the coaching system and to player development as set out by the Association. Create an environment for competition where your Standards of Behaviour are built on RESPECT – for players, parents, the game, officials and the opposition.

COACHES (From Canadian Hockey Association)

- Respect the dignity and the spirit of all athletes.
- Treat all athletes fairly and equitably.
- Establish a supportive and a positive environment for healthy competition, skill development, fun and the achievement of goals.
- Avoid contact or conduct that may be interpreted to have sexual connotations.
- DO NOT take part in or TOLERATE behaviour that frightens, embarrasses, demoralizes or negatively affects the athlete's self-esteem.
- Intervene if a child or youth is being abused, harassed or neglected.
- Work toward eliminating all harassment and abuse.
- Show considerate regard for all athletes, parents, spectators and officials, abiding by all rules of the official's decision.
- Adhere to the policies, procedure and code of conduct of your organization.

Parents

1. Acknowledge coaches are volunteers.
2. Be supportive of the coaches' directives.
3. Accept the authority of the coaches and respect their decision.
4. Have a positive reinforcement of the coaches' philosophies knowing that each coach may be different.
5. Adhere to a minimum 24 hour "cooling off" period after any upsetting situation.
6. Follow the chain of command for any grievance.

Board Members

Garden City Minor Hockey Association Board of Directors has developed a stringent Code of Conduct to guide them in their positions as directors of a governing board. Below is a simple summary of these rules. The full policy may be viewed in the Governance Section of the Policy Manual.

- Objectivity
- No "hidden agendas".
- Always step outside of personal opinions.
- Must not use the position for influence.
- Aims and objectives of the Board are first and foremost.
- Accept the responsibilities of the position and commit to carrying out those responsibilities.
- Work in a positive manner to maintain the integrity of the Board.

Procedure:

1. Players, coaches and on-ice officials are penalized by game officials for infractions on the ice.
2. Failure to comply with these Codes of Conduct by any participant off the ice or while watching games or attending events will result in disciplinary action as outlined in the Conflict Resolution Policy also in this manual.

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HOCKEY OPERATIONS POLICIES

HO-2: Registration/Refund Policy

Background:

The Player Registration Fees collected by the Garden City Minor Hockey Association are required to provide the funds to mount a season of competitive, rep hockey. These fees cover a variety of costs including, but not limited to, practice and game ice, permits, player training and development and coach development.

Registration Policy:

1. Annual registration fees for all levels of A, AA and B/BB play are determined by the Board of Directors.
2. Fees for each season will be set on an annual basis by the Board of Directors and posted to www.gcmha.ca.

Procedure:

1. Online registration will be through Hockey Canada's Portal (<https://register.hockeycanada.ca/home>)
2. Payment of the initial deposit may be made by cash, e-transfer, cheque (payable to Garden City Minor Hockey Association) to the Registrar or by credit card via Hockey Canada's Portal. The balance of registration fees can be made on-line by e-transfer, credit card via Hockey Canada's Portal or cheque. Payment dates will be scheduled by the Treasurer and Bookkeeper and posted to www.gcmha.ca.
3. If payments have not been received by 11:59 pm of the 15th day following each Registration Due Date, and the Bookkeeper has not been contacted by the parent or guardian, be advised that the player will automatically be suspended without further notice until payment (including fees) or satisfactory arrangements for payment have been made.
4. A fee of \$50.00 will be charged for any NSF cheque. Future payments must be made by certified cheque, cash, or e-transfer.

Delinquent Accounts Policy:

1. A \$25 per week surcharge will be applied to delinquent accounts beginning on the 16th day following the published or agreed to payment due date.
2. A 2nd missed payment due date in the same season will result in a \$50 per week surcharge being applied.
3. A 3rd missed payment due date in any single season or 4th missed payment due date in and two (2) consecutive seasons will result in the Player's loss of Financial Credit allowance with GCMHA for a minimum of two (2) hockey seasons.
4. A Player without Financial Credit with GCMHA must pay in full all current outstanding Fees at the time of Registration and will not be eligible for installment payment plans.
5. After two (2) consecutive seasons, a Player's Financial Credit Allowance with GCMHA may be reinstated at the discretion of the Board.

Refund Policy:

1. A refund will only be considered in the following circumstances:
 - a. A player suffers an injury or illness prior to December 1st of that hockey season which prevents the player from playing hockey for the rest of that hockey season; and
 - b. The player requests a refund in writing within ten (10) days from the date of the injury or illness to the Bookkeeper and Treasurer; and
 - c. The player provides a letter from their attending physician setting out the nature and extent of the injury or illness which states that the player cannot play hockey for the rest of that hockey season to the Bookkeeper and Treasurer; or
 - d. If a player is released by the Head Coach coach prior to November 30th of the current hockey season.
- e. A player will NOT receive a refund under the following circumstances:
 - a. The player quits the team and refuses to return for any reason;
 - b. The player is suspended by the Coach (reviewed by the Board) which in turn leads to release or removal;
 - c. The player moves from the centre or the zone;
 - d. The player is suspended by the OMHA, OHF or Hockey Canada;
 - e. The player is injured after November 30th;
 - f. The player is injured for any other portion of the season (season start to March 31st).

Procedure:

- a) Upon receipt of a request for a refund form and the physician’s letter or Coach’s Release Notice the Board will consider a refund, less a **\$50** Administration Fee, based on the information provided.
- b) If a Player’s request is denied, they will be notified in writing within 48 hrs.
- c) If a Player’s request is approved, the total refund amount will be calculated per the clause below and the result will be communicated to the Player in writing within 48 hrs.
- d) The Player must complete a “Cheque Request Form” within 30 days of refund approval notification, or the refund may be forfeited at the discretion of the Board.

Refund Calculation Procedure:

Definitions

- Months Played (**MP**) – Number of months* or part thereof elapsed to the date of refund request document submission.
- Registration Fee (**RF**) - Annual Registration Fee
- Fees Paid (**FP**) – Total Registration Fees paid to date (minus any late fees/surcharges)
- Fees Owed (**FO**) – Total Registration Fees owed per the Refund Calculation plus the administration fee.
- Total Refund (**TR**) - The total Fees eligible for refund to the Player.

Refund Formula

$$FO = ((MP / 6) \times RF) + \$50$$

$$TR = FP - FO$$

Notes

* May 1st to September 30th is considered “1 month” for the purposes of refund calculation.

Approved: September 26, 2013

Revised: December 19, 2024

HOCKEY OPERATIONS POLICIES

HO-3: Conflict and Complaint Resolution

Background:

This set of disciplinary rules and the accompanying Incident Report have been adopted by the Garden City Minor Hockey Association Board of Directors and applies to ANY person attending a game, practice or GCMHA event. The policy has been written to advise parents and spectators of their responsibilities to respect the standard of acceptable behaviour set by the Association.

The GCMHA is committed to creating and maintaining an organizational environment characterized by constructive, productive and supportive relationships. These are ones that are open to contrasting styles of understanding and acting and different points of view and that recognize that human interactions are complex, often difficult, and that we all can contribute to their success and breakdown.

Furthermore, all GCMHA members, regardless of whether they are players, coaches, team officials, parents or board members are bound by specific codes of conduct. In addition, GCMHA supports the Fair Play Hockey Program which operates using five basic principles to establish a standard of acceptable behaviour and attitude between all participants and provide a positive environment in which our children can learn and enjoy themselves. It is essential to remember that the members of the coaching staff are volunteers who dedicate their time and ability for the love of hockey and the best interest of the team.

5 BASIC PRINCIPLES OF FAIR PLAY

1. Respect the rules.
2. Respect the players and parents.
3. Respect the coaches, officials and their decisions.
4. Have everyone participate.
5. Maintain your self control at all times.

Therefore, all persons involved with the Association have an obligation to communicate respectfully with one another. When disagreements arise, greater understanding by all is needed. The presence of conflict, if dealt with effectively, offers an opportunity for individual and organizational learning including the identification of policies and practices which need to be improved.

Policy:

In the event that any person is experiencing a team–related conflict or has a complaint about the actions of another person, the following guidelines will apply.

1. The GCMHA welcomes compliments and congratulations at any time; however, GCMHA members are requested to submit constructive criticisms or concerns after a 24 hour “cooling off” period.
2. It is best to communicate directly with the person or persons whose actions are the cause of the complaint. It is reasonable for people to expect to know if their behaviour or their decision is a problem for another person.
3. Complaints and conflicts that cannot be resolved by those directly involved will be dealt with by the Discipline Committee and, if not resolved, the President or the board may seek outside or independent assistance in resolving the conflict.
4. Discipline Committee decisions and discussions regarding member issues of member issues are completed in-camera` to ensure confidentiality.

Resolution Procedures:

1. ANY member of GCMHA may communicate a complaint or conflict using the GCMHA Incident Report Form (**See Appendix 1**). The form has provisions for anonymity and provides space to outline the events that gave rise to the complaint or conflict.
2. The complaints and concerns that usually reach the GCMHA board relate to the general operations of the association, the operation of the association’s hockey teams, or the actions GCMHA’s member parents, opposing team players or parents.
3. Upon receipt of a complaint, the President may refer the complaint to the Discipline Committee to investigate the complaint and present recommendations to the Executive and/or the Board. For issues of a serious nature, the President may call a Special Meeting of the Executive to ensure prompt resolution.
4. The Chairperson of the Discipline Committee shall notify individuals of the complaint in general terms and set a date for an information session. The Discipline Committee will decide if more information is necessary from the complainant.
5. The Discipline Committee will hear the both sides of the issue as well as anyone else's information if deemed to be pertinent prior to resolving the complaint. The results of any Discipline Committee decisions will remain confidential with the committee and will not be communicated to the complainant.

6. The President of the Board or Chair of the Discipline Committee has an obligation to act immediately in addressing a complaint if the physical and mental health and safety of any of the parties is perceived to be at risk.
7. If threats to persons are made, the President of the Board or the Chair of the Discipline Committee perceives a possible danger to any party, including the possibility of one party being a danger to themselves, external professional assistance must be sought immediately.
8. Complaints or questions regarding the operation of the Association must be submitted in writing to the President, Vice President – Hockey Operations or Secretary and shall be included in the agenda of the next meeting of the Board. Complaints should be submitted at least one week prior to monthly board meetings allow sufficient time for a full investigation before the meeting.
9. Complaints concerning the operation of the association's hockey teams are dealt with based on how the complaint is initiated.
 - a. If the process begins with a parent complaint, the parent is to attempt to resolve the problem by first speaking to the Team Manager. If unresolved, the next step would be to speak to the Coach or division Convener. If the circumstances are such that the person with a complaint is unable or unwilling to communicate directly with the Team Manager, Coach or Division Convener, either for fear of escalation, or of reprisal, the division Convener will take the complaint to the Discipline Committee/Preventive Services Committee and then to the Board for further consideration.
 - b. If the process begins with a Coach's complaint: The Coach would attempt to solve the problem with the parent or player. If unresolved, the coach would then go to the division Convener. If the issue cannot be resolved at this level, the division Convener will take the complaint to the Discipline Committee/Preventive Services and then the Board for further consideration.
 - i. **Step 1** Discussion between coach, player and parents
 - ii. **Step 2** Division Conveners
 - iii. **Step 3** Discipline Committee
 - iv. **Step 4** Board
10. Complaints and conflicts shall be dealt with in a confidential manner. Meetings to resolve a complaint shall be open only to the parties and those attempting to resolve the complaint. The parties may have an advocate or supporter present. Meetings may be with the parties individually, together or both. In the interest of openness, no minutes, or written record of names or what is said in these meetings shall be recorded although, if the parties agree, the outcome of the meetings or a resulting agreement may be documented.

11. The parties, and those helping to resolve the conflict, should avoid communicating the details of a complaint, making or responding to allegations or giving advice by e-mail. Face-to-face communication, as difficult as it is, should be relied upon. E-mail messages can be used for arranging meeting meetings or communicating details of the resolution process.
12. The parties will refrain from drawing others into the process as a way of garnering support or getting attention. This can escalate the problem and can be damaging to the organization.
13. ALL harassment issues MUST be reported to the corresponding Vice President and/or Discipline Committee Chairperson as soon as possible. The Discipline Committee shall investigate all harassment and abuse disclosure reports in a timely manner **according to the procedures outlined in the Harassment and Abuse Policy, HA-5, in this manual.** The person who hears the initial complaint or who suspects the abuse must file this report.

Non-compliance Consequences:

The following consequences associated with the contravention of the Association Code of Conduct have been jointly developed by the Board of Directors and the Parent’s Auxiliary.

Resolution of Issues:

All decisions of GCMHA issues by committees and board as a whole shall be final and binding. Should a member be dissatisfied with and GCMHA ruling after following proper procedures, then and only then, are they advised to contact the OMHA Regional Executive Member. Failure to comply with the procedures outlined in this document constitute grounds for review.

Consequence	Action
Approaching a coach or other team official in a negative manner within 24 hours of a team event	1 game suspension
Approaching the team Bench, Penalty Box, Timekeeper’s Box or Referees Room during a game	2 game suspension
Disrespectful or negative actions	1 - 3 game suspension
Ejection by on-ice or off-ice game official	3 game suspension
Obscene, discriminatory or abusive actions	3 game suspension
Physical damage to property or equipment	5 game suspension
Physical or threatening altercation	7 game suspension

Approved: September 26, 2013

Revised: February 13, 2019

HO-3: Hockey Operations: Coach Selection Protocol

Background:

The GCMHA Board of Directors ensures that the prescribed number of coaches, bench staff and players are selected in order to mount the required number of representative hockey teams in each age category and to ensure that adequate ice is available for all practices and home games and hosted tournaments.

Purpose of the Coach Selection Committee:

The Purpose of the Coach Selection protocol is to ensure that each GCMHA team has qualified and experienced coaches for each season.

Authority:

The Coaches Selection Committee shall:

1. Review all applications submitted for head coaching positions of a Representative Team, together with the applicant's experience, qualifications, previous coaching record and history;
2. Occasionally send out and review the player/parent questionnaire and the coaching staff evaluation for the previous season.
- 2a) The committee shall nominate a candidate for the head coaching position of each Representative Team to the Board.
3. The Board shall consider and confirm the committee's nomination, unless in the opinion of the Board, the candidate will not uphold the stated objectives of the Association. In the event the Board fails to confirm the nominee proposed by the committee, the committee shall provide the name of a further nominee for consideration.

Membership:

1. The President shall chair the Coaches Selection Committee.
2. The Development Director selected for the upcoming season shall be a member along with one representative from each participating centres by December 31.

Time-Lines

1. Post a notice on the GCMHA website to advertise coaching positions for the upcoming season by January 1.
2. Coach applications to be sent to Administrator by January 15th.
3. Schedule Coaches Interviews by within two weeks of the closing date.
4. Announce Coaches selected for each GCMHA team following playoff competitions.

Approved: September 26, 2013

Revised: February 13, 2019

HOCKEY OPERATIONS POLICIES

HO-4: Player Eligibility

Background:

The Garden City Minor Hockey Association exists to promote, administer and improve organized minor hockey in St Catharines by:

- Having and exercising a general care, supervision and direction over all participating Association activities; and
- Fostering and encouraging the sport of hockey within the combined boundaries of St. Catharines Centre and the former Merritton Centre, as defined by the OMHA shall serve as the boundaries of the GCMHA;
- Fostering community spirit among its members and all supporters;
- Promoting the Association to other hockey organizations and affiliates, community sponsors, civic leaders and the community at large, and
- Promoting keen sportsmanship and the development of healthy minds and bodies.

Policy:

All GCMHA players must reside within the combined geographic boundaries of St. Catharines Centre and the former Merritton Centre, as defined by the OMHA.

The **series age limits** (as of December 31st) for the Association shall be in accordance with the OMHA rules, as follows:

Minor Novice 7
Major Novice 8
Minor Atom 9
Major Atom 10
Minor Peewee 11
Major Peewee 12
Minor Bantam 13
Major Bantam 14
Minor Midget 15
Major Midget 16-17

Procedure:

1. Any new player to Garden City Minor Hockey Association must provide proof of birth in the form of an official document issued by the Registrar General's Department from the

province of birth or such other proof acceptable to the OMHA as part of the league registration process.

2. Players must attend try-outs for the appropriate level team and pay the appropriate fee. Notice of Try-outs for Garden City Minor Hockey Association Teams is posted on the GCMHA website at <https://gcmha.ca/> prior to the start of try-outs.

Approved: September 26, 2013

Revised: February 13, 2019

HOCKEY OPERATIONS POLICIES

HO-5: 2011/2012 Tryout Policy

Background:

Anyone wishing to try out for a GCMHA team must reside within the combined geographic boundaries of St. Catharines Centre and the former Merritton Centre, as defined by the OMHA.

The GCMHA and the SCMHA endorses and promotes the idea that players begin at the highest level of competition in the St Catharines centre.

As deemed by the OMHA, St Catharines' highest level of competition is AA based on the number of hockey participants in the city.

Therefore,

Policy

1. ALL eligible players in St Catharines MUST:
 - a. Register with the GCMHA for AA tryouts.
 - b. Upon release from AA, players are permitted to tryout for A
 - c. Upon release from A, players are permitted to tryout for AE
 - d. Upon release from AE, players are encouraged to join Kiwanis or Merritton House Leagues.
 - e. Players are also encouraged to attempt the AAA zone tryouts as representatives of GCMHA.
1. The cost for GCMHA tryouts for each season will be set annually by the Board of Directors.
2. No player may participate in AA Tryouts or off-ice activities without signing the Garden City Minor Hockey Association tryout form and paying the prescribed fee. Even if the player arrives for the last tryout only, that player must pay the tryout fee. **There are NO exceptions.**
3. **Spring Roster Selection:** The Tryout period for the GCMHA teams will be conducted over a 7 day period as per OHF Regulations. The A and AE Tryouts will commence following the completion of AA Tryouts in accordance with the policies of the ***Garden City Minor Hockey Association***.
4. **Offers Of Commitment:** According to OHF Regulation E32: A player who is offered a player registration in accordance with E30 has fourteen (14) days to accept the player registration, failing which the AA team may fill the player's position.

5. Once a player signs an Offer of Commitment from the AA Head Coach, the player is not eligible to play for any other team including the A or AE teams, unless released by the head coach.
6. Within 24 hours of completing the roster the head coach must submit ALL names of players to the registrar as per OMHA regulations.
7. Acceptance of Offers of Commitment: All players receiving and signing an Offer of Commitment from the coach and witnessed in accordance with OHF Regulation E30, **MUST** present themselves in the Falcons room on a specified date and time. At this time the player **MUST** pay the **non-refundable** initial payment to the association. If the deposit is not paid on this date, contact **MUST** be made with the Treasurer, Treasurer to direct Bookkeeper to arrange payment or the player will not be allowed to participate in off-ice activities.
8. A player who lives nearer to the boundaries of the GCMHA centre than another AA centre may try out for a GCMHA AA team under the rules governing **Hometown Hockey**. If that player is released by the AA coach, he must return to his/her home centre. Please refer to **Policy HO – 7 Trying Out for GCMHA AA Teams on an NRP** for further information.

Procedure

1. The cost for Tryouts is posted each season on the GCMHA website. Each player is guaranteed 2 (two) sessions at AA and if released, is guaranteed 1 (one) sessions at A and the same at AE.
2. The AA Head Coach and the A Head Coach work in concert with each other. The A Coach should be part of the AA on ice selection process and evaluate players during week -one of the tryouts. The AA coach must then also include the A coach to assist with selections, AP lists etc.
3. Players will follow direction on website during the tryout process. Player will be offered a letter of commitment at AA, A or AE. Players not offered a letter of commitment will be excused from GCMHA tryouts for that season.
4. Players may ask for a meeting to review performance during tryouts. A representative from the GCMHA Board will conduct the meeting at an mutually arranged time.
5. The Coaches will ensure that all players given an Offer of Commitment are aware that, although under OHF guidelines, the player has 15 days to accept the Card, and if the player does not make the decision immediately, his/her roster spot may **be offered to another player**. Although the minimum AA roster required by the Association is 17 players, coaches are encouraged to sign a full roster of 15 skaters and two goalies. This is especially important from Minor Bantam to Major Midget due to injuries, suspensions etc.

Approved: September 26, 2013

Revised: February 13, 2019

HO – 6 Team Administration Duties

Background

The Coach of any GCMHA AA, A or AE team is ultimately responsible for his or her team. Head coaches, however, are not the contact for administrative matters including finances, registration, and equipment issues. The Coaches deal primarily with hockey matters and are responsible to the VP's.

Regulation

1. The **Head Coach** is responsible to the Conveners Committee, the Ice Allocator and the board as a whole to carry out specific duties including on and off ice tryout, selection, and training activities. He/she is ultimately responsible for his coaching staff and conduct of the players. He is responsible to the Association and for adherence to procedures, regulations, and Code of Conduct.
2. The **Manager** is responsible to the Head Coach, the appropriate VP, Treasurer, Bookkeeper, and the Registrar. He/she is responsible for all administrative and financial matters affecting the team.
3. The **Trainer** will be responsible to the Head Coach, and the Association Equipment Manager. He is responsible for all equipment and medical issues affecting the team.
4. The Head Coach shall have all bench staff approved and meet the OMHA requirements for rostering.
5. Parent coaches must have their children pre-evaluated by the Coach Selection Committee to ensure adequate leveling.
6. The Head Coach must report to the respective convenor on a regular basis the developments of the season including plans, budget, and news items.

Approved: September 26, 2013

Revised: February 13, 2019

HOCKEY OPERATIONS POLICIES

HO-6: Trying Out for GCMHA AA Teams on a Non Resident Passport (NRP)

Background:

The GCMHA wishes to build stronger teams and make the rep hockey more desirable for players. This will help to attract high level coaches and, in turn, high level players from outside the zone.

Please note: a player who lives nearer to the boundaries of the GCMHA centre than another AA centre may try out for a GCMHA AA team under the rules governing Hometown Hockey. If that player is released by the AA coach, he/she must return to his/her home centre.

Policy:

1. GCMHA may accept three (3) eligible NRP players from nearby centres. NRP players are ONLY allowed from Minor peewee to midget at this time. If an assessment is needed to ensure fairness, the Tryout Committee will assist the Head Coach with the evaluation. The assessment would be done collaboratively with the coach and a Player Evaluation Committee assigned by the Board and headed up by the Vice-Presidents 1 & 2. A coach would notify the Convenor and the Player Evaluation Committee of the potential of selecting a waiver player and this would result in the committee attending the tryouts to assess along with the coach.
2. **This assessment is not required, however, when the remaining forwards, defencemen or goalies are not AA caliber. Rationale:** It is detrimental to a team and to an individual player's development to play AA hockey if they are not AA level.

Procedure:

1. According to OMHA Regulation 3.5(c), a player from a nearby A or lower classified centre may be permitted to attend try-outs in the Garden City Minor. A Non Resident Player trying out for a GCMHA team **must present** the following documents to the Registrar before the player is allowed on the ice with the team:
 - a. **Non Resident Passport Form** signed by the player's home centre.
 - b. **GCMHA Registration form and tryout payment.**
2. The Registrar or the Registrar's representative will be at the arena during each tryout session at a registration table. All new registrants and NRP players will be processed at that time.

Approved: September 26, 2013

Revised: February 13, 2019

HOCKEY OPERATIONS POLICIES

HO-7: TRYING OUT IN A HIGHER SERIES

BACKGROUND:

In accordance with the OMHA guidelines, a player may tryout in a higher series providing the coach at the higher series wants the player on his team. The Association however, has set certain criteria to approve this advancement. The purpose of players exercising this option is designed for “exceptional players”. Players will be evaluated by compensated third party evaluators who will comprise the Evaluation Committee.

REGULATIONS:

In order for a player to try out for a higher series team the player must comply with the following:

1. Register and pay the required Association Tryout fee for the lower division.
2. Inform the Association 15 days in advance of the first day of tryouts by Registered Mail of the intent to try out at the higher division.
3. Pay an additional administration/ evaluation fee of \$250.00 to try out with the higher division.

PROCEDURES:

1. The Evaluation Committee will attend if at all possible the first tryouts of the higher division team to assess the player and determine, in their opinion, if the player is deemed to be “exceptional”.
2. The Evaluation Committee will provide a report to the convenor outlining their evaluation.
3. The coach, player, and parent are expected to comply with and accept the decision of the Association in accordance with the *Code of Conduct*.

Approved: September 26, 2013

Revised: September 27, 2015

HOCKEY OPERATIONS POLICIES

HO-8: AFFILIATE PLAYERS (AP) POLICY

Intent

Affiliate players are integral in development and strength of competition. The goal is to ensure that all teams have available, affiliated players within the guidelines of the OMHA and the policies of the Association.

Regulation

1. Each team will complete an Affiliate Player Roster up to 15 players using only GCMHA members.
2. "AA" teams must select AP's from A only unless approved by GCMHA. A limited # of AP's (2) from the AA team at the age below will be allowed, only after age below has selected their AP's.
3. "A" team must select AP's from AE only unless approved by GCMHA. A limited # of AP's (2) from the A team at them age below will be allowed, only after age below has selected their AP's.
4. "AE" teams must select AP's from House League and Merritton Local League.
5. The Affiliated Player Roster must be determined and turned in to the Registrar no later than December 15.

Procedure

1. Coaches must contact the coach of the team you wish to affiliate from BEFORE speaking to the parents of the player to be sure the player has not been affiliated with another team and is eligible for affiliation.
2. Contact the parent(s) to make the offer of affiliation and fill out the OFFER OF AFFILIATION form.
3. When inviting an affiliate player to practice or play a game with your team, the player's rostered coach must be notified in order to ensure that the player CAN affiliate with no conflicts with his/her regular team's schedule or discipline issues.

Notes: Communication with the parents and the coach of an AP player is very important. Communication to the regular coach on the player's performance when he affiliates is required. A player will more likely display their areas for improvement (weaknesses) when playing for a higher category or up an age and this information may help the regular coach.

Approved: September 26, 2013

Revised: _____

HOCKEY OPERATIONS POLICIES

HO-9: CHANGES IN ROSTER POLICY

Background

During the course of the season, it may be necessary for the AA, A or AE coaches to make changes to their rosters by removing a player to a base category team and calling up an appropriate player on a temporary or permanent basis to the higher category team providing that agreements are in place with all of those associations.

Regulation

1. Before a signed player is removed, the player must be given opportunities to improve his performance.
2. A coach shall not release a player out of the Association without Board approval.
3. Requests to move a player will not be considered prior to the official start of the hockey season, regardless of the amount of practice during the pre-season.
4. Any player movement must be in accordance with OMHA Regulations.

Procedure

1. If a coach feels that it is reasonable to change a roster, permission of the 1st or 2nd Vice-President, is required prior to any further action.
2. Communication with both the player and the parents is required before player movement occurs.
3. The player must be informed of his weakness and should be offered some advice on how to improve in the specific areas of weakness. A written summary of the player's weaknesses should be submitted to the 1st or 2nd Vice-President. This should include help from the coaching staff and suggestions as to what the player can do on his own time.
4. The movement of a player to another team shall be done only with the consent of the player and parents.
5. The Coach must document all conversations and events relating to the move. Throughout the process, the 1st or 2nd Vice-President should be kept informed.
6. The Registrar will process the team roster and player registration only upon the written request of the 1st or 2nd Vice-President and the participating centre in the zone.

Approved: September 26, 2013

Revised: February 13, 2019

HOCKEY OPERATIONS POLICIES

HO-10: DEVELOPMENT POLICY

Background:

A: Development Philosophy

1. GCMHA believes that coaching development is the basic foundation of a progressive system in which ultimate success can be achieved. Without quality coaches in place with essential resources available to them, Development within the organization will be challenged and will most likely, stagnate.
2. Parents entrust their children to these mentors believing that they will nurture and support their growth and development as young people and athletes. It is the coach's responsibility to be as prepared and educated as possible to ensure that this happens.

B: Development Aims and Objectives

1. To promote the development of healthy, young athletes, instill confidence, build character and provide an area for competition and accomplishment, all within the framework of good sportsmanship.
2. To stress the teaching of the basic skills of the game of hockey to its players.
3. To foster among members, supporters and teams a general community spirit.
4. To maintain and increase the interest in the game of hockey.
5. To encourage high standards in conduct and attitude, both on and off the ice, on the part of its players and personnel.
6. To have and exercise a general care, supervision and direction over playing interest of all its teams and players.
7. To encourage, organize and control team competition in the area of operation to the maximum limits of playing accommodation and financial resources of the Association.
8. To encourage, promote and govern rep hockey in the Garden City Minor.

Policy:

In trying to provide a method of implementing these Aims and Objectives, it is the recommendation of the Board that the following philosophy and ideals be adhered to.

1. **Tyke:** The objective is to introduce the players and parents to the rep stream of hockey and develop basic skills of the individual players.
2. **Novice through Peewee:** The primary objective of these teams is to develop the players in the following areas:

- Develop and cultivate basic skills such as: skating, shooting, passing, self discipline, team play, balance and agility, puck control, defensive skills, appropriate development of body contact (giving and receiving).
- Develop and build self-confidence in ALL players. These teams should be as competitive as possible but the PRIMARY COMMITMENT will be to develop hockey players in ALL playing situations.

Minor Bantam through Midget

To give the players at these levels the most competitive environment, the GCMHA is committed to providing and exposing them to the best opportunities for further hockey rewards (ie. Jr. college scholarships and pro hockey).

1. **With all teams, player and team development is the key.** The GCMHA feels that if our teams are going to become successful, the main ingredient will be for coaches to play all players on a regular basis. It is the philosophy of the GCMHA that a team cannot win by using a shortened bench exclusively and allowing the rest of the team to sit.
2. There is no reason (other than disciplinary) that a player should not be played regularly during the season. The GCMHA also understands that during certain advantageous game situations, it may become necessary to shorten the bench at the discretion of the coach. This should be the exception as opposed to the normal course of action. The GCMHA cannot stress enough that for successful player and team growth, full team rosters must be developed and utilized.

Procedure:

Coaches can sign maximum of players indicated below by May 31:

Tyke through Minor Midget (AE to AA):	19 players	17 skaters	2 goalies
Major Midget (AE to AA):	21 players	19 skaters	2 goalies

Note: Until Minor peewee goalies are not rostered positions, so that coaches may sign a 19 skaters and rotate goalies.

The GCMHA annual budget is constructed around 17 rostered players per team. Teams that sign more than 17 rostered players will receive a ‘bonus’ in development monies equal to a portion of the registrations collected above 17 players.

Conversely, a team that signs LESS than 17 players, will owe the association the value of registration(s) not collected.

Approved: September 26, 2013

Revised: February 13, 2019

HOCKEY OPERATIONS POLICIES

HO-11: JOB DESCRIPTION: DEVELOPMENT COORDINATOR

Background:

The Hockey Development Director shall help recruit and direct coaches under the jurisdiction of the GCMHA Board to ensure all registered players receive the highest standard of coaching and leadership available. In addition, the Hockey Development Director shall provide, organize and coordinate educational clinics, workshops or seminars for coaches and/or players/parents.

Policy: Duties of the Development Director

A: Coach Selection

1. Shall recruit names of volunteer coaches.
2. Shall help organize and attend coaches/managers information meeting to be attended by:
 - a. President or Vice President;
 - b. Ice Convenor;
 - c. Secretary/ registrar
3. Shall sit on the Coaches Selection Committee.
4. Shall ensure that all potential coaches meet association eligibility qualifications including Police Record checks as specified in the GCMHA Police Screening Policy.
5. Shall, after presentation to the Board and approval from the Board, have the power to recommend disciplinary action upon any and all coaches under discussion.

B: Coach Development and Evaluation

1. Shall, during the course of the season, coordinate the evaluation of all head coaches in both practice and game situations to ensure proper techniques, leadership, sportsmanship and manner are being displayed.
2. Shall ensure all potential and active coaches are notified of coaching clinics being offered.
3. Shall develop and maintain a complete file on each head coach. This file should include applications and evaluations.
4. Shall develop and maintain a resource library for the Association.
5. Liaise with Executive Committee on behalf of the coaches in the association
6. Meet with association coaches to discuss problems and solutions
7. Attend regular meetings of the Executive Committee

C: Player Development and Evaluation

1. Assist with evaluation of players for team selection
2. Shall be responsible for the educational and developmental conditioning camps, hockey schools, clinics, workshops or other hockey related programs for the benefit of NNTAHA players/parents.
3. Shall organize and coordinate such programs as required by the Association.
4. Other duties as assigned by the local association
5. Manage and minimize the risk inherent in performing the day-to-day duties of a coach coordinator

D: General

1. Attend GCMHA Board Meetings bi-monthly.
2. Report monthly to the Board through email.

Approved: September 26, 2013

Revised: February 13, 2019

HOCKEY OPERATIONS POLICIES

HO-12: JOB DESCRIPTION: TIMEKEEPER CO-ORDINATOR

Background:

The GCMHA Board of Directors is committed to Fair Play. Therefore, GCMHA requires that Off-ice officials know their duties for each game, and also become familiar with the actual playing rules and regulations. This knowledge will assist in the performance of their roles in assisting the on-ice officials.

Policy:

1. Timekeepers for GCMHA games shall be paid for their services or given community hours. The amount to be paid shall be set annually by the GCMHA Board of Directors.
2. The Head Timekeeper works under the Supervision of the respective Director and is responsible for:
3. Recruiting and scheduling timekeepers in all facilities for all Association home games.
4. Tracking Timekeepers' monthly hours.
5. Ensuring that Timekeepers are familiar with their responsibilities.
6. Reporting to the Board of Directors on a regular basis.
7. Supervising timekeepers in the performance of their duties.
8. The Timekeeper Co-ordinator shall work in conjunction with the Ice Schedule Committee.

Procedures:

1. Ensure that there is timekeeper for every game.
2. Provide a contact list of all timekeepers to the respective Director.
3. Report bi-monthly to respective Director.

Approved: September 26, 2013

Revised: February 13, 2019

HOCKEY OPERATIONS POLICIES

HO-13: HIGH SCHOOL HOCKEY

Background:

The Garden City Minor Hockey Association believes that players advance their hockey skills in a variety of ways. While additional development gained through high school sports is advantageous, competitive zone hockey requires serious commitment from players.

Policy:

1. GCMHA players, including those attending high school, shall not be prevented from participating on school sports teams.

Procedures:

- a. In the event of conflicting events, GCMHA games and practices must always take precedence over school games and practices. A conflicting event is when the GCMHA and school practice/game overlap in time. A conflict is not to be considered if they simply occur on the same date.
- b. Head Coaches have the latitude to allow a player to attend a school sports activity should a conflict occur however permission **is not to be assumed and must be discussed with the coach** on a case by case basis.

Approved: September 26, 2013

Revised: _____

HOCKEY OPERATIONS POLICIES

HO-14: TEAM AND PLAYER ATTIRE

Background

The scope of this document is to control the use and dissemination of the Garden City Minor Hockey Association's logo and to ensure a standardized supply of material to our Association's teams.

Policy

4. As part of the effort to establish both the operation and the look of a "Club System", Garden City Minor Hockey Association uses a single, approved supplier to provide clothing with the GCMHA logo and the team logos of the Falcons and Bulldogs. It is the policy of GCMHA that all new clothing purchases by its teams, containing the GCMHA, Falcons or Bulldogs logos and/or the names of the teams, be done through the hockey Association office or directly with the supplier.

5. The use of the GCMHA, Falcons or Bulldogs logos on any team items or apparel is restricted and must be approved by the GCMHA Board of Directors/Executive Council.

6. JERSEYS:

4. GCMHA Supplied Jerseys - Jerseys supplied by GCMHA will be supplied in the approved colours and will prominently display the GCMHA logo.

5. Sponsor name bars may be displayed on the back of the jerseys worn by GCMHA Teams.

6. GCMHA reserves the right to approve sponsorship on apparel and jerseys, and, therefore, has the right to refuse any sponsorship deemed inappropriate or in conflict with the aims and objectives of GCMHA, OMHA and OHF. Sponsors Logos must be presented in good taste and not be construed as offensive.

7. Player Attire:

- a. OFF-ICE: GCMHA has two options for player attire. Each option provides its own benefits. Each team will decide on at least one option to wear to home and away games. Teams may utilize both options as well (ie track suit for away games, shirt and tie for home games).

Option A: Players will wear approved outerwear (soft shell or leather jacket) with the GCMHA logo. Players may wear a white shirt, tie, and black dress pants, and black dress shoes or boots.

- *Option B:* Players will wear the approved warm-up suit selected by GCMHA.
- *Accessories:* All accessories (ball caps, toques, t-shirts, hoodies, etc.) must be purchased through the GCMHA approved supplier and MAY NOT REPLACE the jacket and/or the warm-up suit as the uniform.

2. ON ICE: Players will wear approved helmets, pants and gloves.

- a. Red helmets
- b. Red pants/Pant Shells with the GCMHA logo
- c. Red/ White gloves (predominantly red)

3. GCMHA, from time to time, can make exceptions upon board approval

4. Consequences:

- a. Players not receiving special permission will be suspended until proper uniform is worn on the ice.
- b. Teams will have travel permits and rosters frozen until compliance with these rules is demonstrated.
- c. Failure to abide by GCMHA Team and Player Attire rules may result in expulsion from GCMHA activities and de-rostering.

5. Coaches and Team Personnel Attire:

1) Coaches, Trainers and Managers are required to wear the Association Logo to all games. The Association will provide head coaches with a stipend for their outerwear or warm-up suit.

2) Team Staff are required to dress in a manner that is professional and represents the Association, the zone centres, the parents and players in a positive and respectful manner.

Procedure

- a) Each year a committee will be struck to review the dress code and selected attire for purchase.
- b) It is the responsibility of the head coach to ensure that the dress code is followed.

Approved: September 26, 2013

Revised: September 27, 2015

HOCKEY ADMINISTRATION POLICIES

HA-1: INSURANCE

Background:

All players with current updated registration are insured through Hockey Canada's general liability program which is paid for through a portion of the GCMHA registration fees to Hockey Canada. Coaches and team management are insured through Hockey Canada through a separate volunteer premium that is paid for by the association to Hockey Canada. Directors' and officers' liability insurance is covered through Hockey Canada. Players and coaching/management staff are insured while participating in any OMHA sanctioned event, practice, game and tournaments during the GCMHA season.

Policy:

1. The GCMHA season commences at or around September 1st and finishes at GCMHA day, unless there are spring tryouts or an OMHA sanctioned event.
2. Summer hockey is not recognized or condoned by OMHA or Hockey Canada. Therefore any individuals, teams or part thereof, require a separate policy for whatever that player or team wishes to participate in outside of the GCMHA, OMHA, Hockey Canada's umbrella of coverage.

Procedures:

1. Be sure to check OMHA's website (www.omha.net) for forms, requirements and coverage for events such as but not limited to:
 - a. Dry land training
 - b. Out of province events
 - c. Out of country events
 - d. Parades are not covered at any time by Hockey Canada Insurance
2. Injuries are to be reported immediately to or by the Team Trainer who will fill out an injury report and submit to GCMHA Administrator who will retain a copy and forward a copy to OMHA.
 - a. Injury report forms are available at the GCMHA office or online from OMHA website.
3. Medical information sheets **must** be filled out by every player annually and left with the players' team trainer for the safety of the player in the event of a medical situation/emergency.
4. Medical information sheets are to be available in the event of special conditions for a player and in the event of an injury.

5. Any information may be relayed to a medical attendant in charge of the injury.
6. If the parent / guardian or player does not wish to fill out the medical information form, insert the players name, date of birth, and address, draw a line through the form, date and sign for guardian / parent and return to trainer.

Approved: September 26, 2013

Revised: _____

HOCKEY ADMINISTRATION POLICIES

HA-2: PRIVACY

Background

Garden City Minor Board of Directors respects the privacy of our members and adheres to and follows the OMHA Privacy Policy as implemented January 1, 2004. The OMHA Privacy Policy is outlined in the booklet “OMHA Privacy Policy”– Guidelines for OMHA Members – or may be accessed through the OMHA website – www.omha.net – or by calling the OMHA at 905-780-6642.

Policy

1. Garden City Minor shall collect only information that is necessary to conduct hockey programming which endeavours to meet the individual needs of each participant.
2. Garden City Minor recognizes that hockey, by its nature, is a contact sport and injuries are to a certain extent, inherent in the game. Therefore, medical records, medical history and medical forms of the individual may be of assistance in an emergency situation and as such, may be requested.
3. Participants are under no obligation to supply this information and may refuse to do so without penalty, Garden City Minor will consider receipt of this information as consent for its subsequent use in an emergency medical situation.

Procedures

1. The following information about an individual shall be collected:
 - a. participant’s name, gender, place of residence and place of birth
 - b. participant’s email address (if applicable) - to facilitate communication
 - c. historical information concerning past teams played for
 - d. participant’s skill ability, and development level
 - e. feedback on programs, honours and awards received
 - f. participant’s parents (if applicable), name, address, telephone number, email addresses and fax (if applicable) in order to facilitate communication
 - g. educational information
 - h. emergency contacts and health concerns

2. In addition to the Privacy Policy as stated by the OMHA, Garden City Minor requests your permission to:
 - a. Share your child's address and phone number with members on your child's team to facilitate team communication.
 - b. Photograph and provide your child's name in team or individual photos in hockey related situations – whether through the local newspaper, our own organization or an outside organization (eg while at tournaments, etc.)

 3. If you do not want your child's information to be disclosed please contact Garden City Minor Secretary or your child's coach.
-

Approved: September 26, 2013

Revised: _____

HOCKEY ADMINISTRATION POLICIES

HA-3: POLICE SCREENING POLICY

Background

In order to ensure that children playing in the GARDEN CITY MINOR system are protected from adults with a history of inappropriate conduct, GARDEN CITY MINOR must take action to identify such offenses that may negatively impact on children. To achieve this, GCMHA has set out a policy with regards to the Police Record Checks and the screening of them thereafter. The policy below follows the OMHA policy requiring that Police Screening MUST be completed every three (3) years.

Policy

This policy will outline GARDEN CITY MINOR's requirements of participating adults in this matter.

1. All carded team officials, on ice officials and all executive members and directors of GARDEN CITY MINOR shall submit a police screening application to GARDEN CITY MINOR Secretary every three years for approval to participate. Within justification the Board may request additional police screening applications of a participating individual within the three year period.
2. The Police Screening shall be from Niagara Regional Police or from an approved independent agency through the Garden City Minor.
3. Not every criminal offence shall exclude an individual from participating in the organization. Grounds for exclusion from participating as a carded team official or board member shall be related to conviction of crimes against children or such other convictions as may be deemed inappropriate for participation in a youth oriented association.
4. The GARDEN CITY MINOR may pay the fee associated with Police Screening.
5. All information shall be kept strictly confidential.
6. An individual who has been required to undergo a Police Screening may request that it be used for other sports organizations by submitting a signed release form. Since GARDEN CITY MINOR is paying for the PRC, there may be a fee for the release dependent on whether the alternate sports organization is reimbursing the volunteer.
7. Police Screening Report must be submitted by June 30th.
8. In order to receive re-imbusement for the cost of a Police Screening Report, the receipt must be submitted to the GCMHA Office.
9. The Police Screening Report shall remain the property of GCMHA.

Procedures

1. The Registrar shall review all returned Police Screening forms and using this policy, shall determine an individual's suitability to participate in the organization. All information contained in these forms shall be treated as confidential and shall not be discussed with anyone except the person named on the form.
2. The Registrar shall keep an annual record of names of persons who have satisfactorily completed the Police Screening process and who are approved for official participation in the Association.
3. Any individual who is rejected for participation due to criminal conviction may make an appeal to the Board as a whole, for reinstatement. This appeal shall be made in writing and shall contain a waiver permitting all Board members to view the Police Screening form and to discuss the convictions described therein. The individual making the appeal must be present during the portion of the board meeting when the appeal is discussed. It shall take a 75% majority vote to reinstate the individual.
4. It is the responsibility of GARDEN CITY MINOR to distribute as necessary the blank screening forms.
5. In the event that any board member, carded team official or on ice helper fails to produce a police screening application in a timely fashion, that individual shall be removed from any official capacity with GARDEN CITY MINOR until such time as they submit and have their police screening approved.
6. For all positions within the GCMHA, a completed, satisfactory Police Records Check will be valid for two (2) years.
7. Every staff member or volunteer, once accepted, is obliged to immediately inform the GCMHA if he or she is charged, tried, convicted or involved in any way in a police investigated matter related to any of the below-noted offences under the Criminal Code or under other provincial or federal statutes. Volunteers will be asked to sign an agreement to this effect annually.
8. If an individual has had a police check done within three months of our deadline date then a copy of it can be supplied and it will be accepted.
9. In general, individuals with past Criminal Code convictions for certain offences will not be accepted for a direct service position with participants. These offences include, but are not limited to, the following with exclusion time frames listed:
10. Lifetime:
 - Sexual Assault
 - Sexual Exploitation
 - Invitation to Sexual Touching
 - Sexual Interference or sexual exploitation
 - Procuring sexual activity
 - Child Pornography related charges - any and all related offences
 - Child Assault
 - Child Abuse
 - Serious or threatening behaviour to children

- Current prohibitions or probation forbidding the individual to have contact with children under the age of 14
11. Five (5) Years
- Assault
 - Any Weapons offence
 - Conviction under any controlled drugs and substance act
 - Criminal Driving offences
12. Until resolved through the judicial system
- Outstanding convictions or charges pending for any violent offence
 - Outstanding convictions or charges pending for criminal driving offences, including but not limited to impaired driving
 - Outstanding convictions or charges pending for sexual offences
13. If after the exclusion timeframes have elapsed, the applicant is not automatically reinstated in good standing, the Discipline committee will review their application and decide if the applicant should be accepted. If the applicant is accepted they will be on a probationary term of two (2) years during which time their participation will be monitored. They will not be allowed to be the Head Coach for any team during this probationary term. There will be no review or appeal on a lifetime ban.
14. Applicants may also be rejected as a result of other information gained during the police record check process or through the screening process as a whole, or as a consequence of other factors which are directly relevant to the requirements of the position, and to the ability of the applicant to carry out his/her duties in an effective, safe manner.
15. The applicant has the right to know why he or she is being refused, and may appeal in writing to a review committee for a review of their application.

Approved: September 26, 2013

Revised: February 13, 2019

HOCKEY ADMINISTRATION POLICIES

HA-4: ANNUAL AWARDS POLICY

Background:

The Annual Awards Night is organized by the Association and is typically held in April of each year. A committee of volunteers assists with the planning and execution of the event. Both Team and Individual awards are presented to those players who best demonstrate the awards criteria throughout the course of the season.

Policy:

The Garden City Minor Hockey Association presents the following awards each year.

ESSO AWARDS (TEAM AWARDS)

The three Esso Awards are selected by the head coach after careful consideration and presented to honour individual players on his team.

MOST DEDICATED/VALUABLE PLAYER AWARD

This award is presented a player who is recognized as the “go-to-person” or the player most relied on by the team for his skill, talent and ability to come through in a difficult situation. It is awarded to the player who the coaching staff believes has consistently demonstrated hard work and a marked talent in puck handling, shooting, passing and skating throughout the year in different and difficult circumstances. He has shown leadership both on and off the ice throughout the season.

MOST IMPROVED PLAYER AWARD

This award is presented to a player who is honoured for his work ethic, determination and positive attitude in improving his hockey skills and abilities over the course of the year. It is awarded to an individual who works hard, shows marked improvement in puck handling, shooting, passing and skating, as measured from the beginning to the end of the season.

MOST SPORTSMANLIKE PLAYER AWARD

This award is presented to a player who has demonstrated extraordinary team play and spirit, both in their approach to the game and their attitude towards their teammates. It is awarded to an individual who works hard, shows dedication to their team and their teammates in all

circumstances, places the interests of their team and teammates ahead of themselves, who does not complain, perseveres and relies on sportsmanship, on and off the ice, to achieve their goals.

INDIVIDUAL AWARDS

These awards are presented each year, to the individual players in the Association who have demonstrated the awards criteria throughout the season.

CHERYL OLSEN SPIRIT OF HOCKEY AWARD

This award is presented to a Tyke player who has demonstrated sportsmanlike play and has made significant improvement in his or her hockey skills over the course of the season. This player has been eager to learn and has set an example for his or her teammates by respecting the coaching staff and doing his or her best at all times. This award is presented to the player that, like the person the award is named after, is committed to the spirit of hockey.

KELLY DOUGLAS AWARD

This award is presented in memory of Kelly Douglas, outstanding goaltender for SCMHA and the Jr. B Falcons. Criteria for winning this award include: overall excellence and "clutch" performance in playoffs, team spirit, sportsmanship, and a positive attitude for the game. The recipient also must demonstrate the obvious enjoyment Kelly had for the game – he truly was fun and entertaining to watch. From his rookie season through to his Midget year, Kelly demonstrated determination and passion for the sport of hockey.

NORM MUSSAT AWARD

The Norm Mussat Award is presented to a player who demonstrates a positive attitude on and off the ice, and who has a desire to excel, is self-motivated, and has heart. This player is **NOT** the MVP, but is, rather, one that sometimes goes without recognition because they may fall short in the other awards categories. This is a very important award that does not belong to the person with the most talent or skill, but to the player with the most dedication and spirit, someone who could be depended upon to be present at each and every game, a player who works with the coach and his teammates for the good of the team.

ANNA MOL ROOKIE OF THE YEAR

This award is presented to a Novice player who is proficient in the basic skills of hockey and shows marked improvement throughout the year. The player competes well within the framework of fair play and sportsmanship. This individual works hard, is disciplined and is a reliable, strong member of the team.

BRIAN BELLOWS AWARD

The Brian Bellows award is given to a Minor Midget AAA and AA player who demonstrates a high level of achievement both on and off the ice. The player not only has to demonstrate hard work and leadership, he must also be respected by his peers. This is a player who is involved in high school activities and maintains an honours level in school.

SAM TORLONE AWARD (STATS AWARD)

The Sam Torlone Award is presented to the goaltending tandem who have demonstrated sound, consistent abilities throughout the season. They are selected as the best over the previous year based on games played, age group, level of competition, saves percentages, goals against average and shots on goal. Goalies are, at times, the forgotten players on a team. They are the players who, if the team loses, usually take the loss the hardest. They are the players who, if the team wins, always feel they could have done better. They are an entity of their own, players with no set linemates, no one other than their partners that they can relate to. A goalie is someone who is usually the backbone of the team, because without good goaltending, a team's success is in jeopardy. Sam Torlone was a great participant in minor hockey in St. Catharines. His love was goaltending and he channeled his efforts to improving the goaltenders lot in life.

COACHING AWARDS

COACH OF THE YEAR AWARD

The recipient of this award reflects the coaching standards of GCMHA, which include: showing respect for officials, opponents and parents, espousing a philosophy of fair play, demonstrating concern for the development of the athlete, responsible conduct beyond the athletic arena, and presenting a positive public image of coaching and the role of the coach.

OTHER AWARDS

SANDRA CHAUSSE AWARD

This award is presented in memory of Sandra Chasse, a long time dedicated volunteer with SCMHA. Sandra was a Team Parent Representative for many years, Parents Auxiliary Secretary for 2 years, and a Vic Teal Tournament member for many years. Sandra was always willing to help in the betterment of the Association. This award goes to the individual(s) to show our appreciation for their service to SCMHA and to honour their dedication and devotion to the players, parents and the Association.

PRESIDENT'S AWARD

The President's Award is presented annually to the individual who has made a major contribution to the organization over the past year. It is these efforts, dedication and support that the recipient is awarded.

Procedures:

1. Team & Special Awards: For a player to be considered for a team or individual award, his/her coach must submit a nomination in writing, following the guidelines established by the Board.

2. Coaching Staff & Volunteer Awards: Nominations can be submitted by parents, coaching staff, members of the Parents Auxiliary or members of the board.
3. For all awards, submissions must be made to the Awards Committee no later than (date to be determined each season) of the year for which the submission is made.
4. All award submissions require a summary indicating support for the recommendation. All nominees will be considered and discussed by the committee who will choose the award winner.
5. Please forward all submissions to Parents Auxiliary Chair.

Approved: September 26, 2013

Revised: _____

HOCKEY ADMINISTRATION POLICIES

HA-5: HARASSMENT POLICY

Background:

The Garden City Minor Hockey Association is committed to providing a sport and work environment which promotes equal opportunities and prohibits discriminatory practices. Harassment is a form of discrimination, prohibited by human rights legislation in each province of Canada. In its most extreme forms, harassment can be an offense under Canada's Criminal Code.

Every participant, whether player, coach, referee, official, administrator, parent or spectator has a responsibility to comply with and support **ZERO TOLERANCE** and to behave in a respectable manner.

Zero Tolerance requires that everyone involved in ice hockey shall act in a respectful and sportsmanship-like manner so that ice hockey will be a strongly desirable and rewarding experience and that disrespectful and/or unsportsmanlike conduct will NOT be tolerated. **Loss of control is NEVER ACCEPTABLE.**

Definitions:

Complainant refers to the person who experiences harassment, even though not all persons who experience harassment will make a formal complaint.

Respondent refers to the person against whom a complaint is made.

Harassment is defined as conduct which is insulting, intimidating, humiliating, offensive or physically harmful. Types of behaviour which constitute harassment include, but are not limited to:

- a) Unwelcomed jokes, innuendo or teasing about a person's looks, body, attire, age, race, religion, sex or sexual orientation.
- b) Condescending, patronizing, threatening or punishing actions which undermine self-esteem or diminish performance.
- c) Practical jokes which cause awkwardness or embarrassment, endanger a person's safety or negatively affect performance.
- d) Unwanted or unnecessary physical contact including touching, patting or pinching.
- e) Any form of hazing.
- f) Any form of physical assault or abuse.
- g) Any sexual offence

- h) Behaviours such as those described above which are not directed towards individuals or groups but which have the effect of creating a negative or hostile environment.
- i) Electronic, including but not limited to: facebook, email, youtube, web posts.

Abuse and Neglect of Minors

When any person in authority has a reasonable belief that in the course of GCMHA business, activities or events, a minor is being abused or neglected, he or she shall report this belief to Ontario child protection authorities or Police and shall advise the Executive Committee of having made this report. GCMHA shall take no further action until such time as the authorities and/or police have concluded their investigation. The matter shall then be dealt with as a disciplinary matter pursuant to this policy, and the report of the investigation carried out by authorities may be used as evidence under these proceedings.

Policy:

1. This policy applies to all categories of members in GCMHA, as well as to all individuals participating in activities of, or employed by, GCMHA, including, but not limited to, players, officers, conveners, Board members, committee members, team managers, trainers, administrators and employees. This policy applies to harassment which may occur during the course of all GCMHA business, activities and events, including but not limited to competitions, team practices, team games, training camps, exhibition games, tournament games, meetings, and travel associated with these activities.
2. This policy applies to harassment which may occur during the course of all GCMHA business, activities and events, including but not limited to competitions, team practices, team games, training camps, exhibition games, tournament games, meetings, and travel associated with these activities.
3. **Confidentiality:** GCMHA recognizes the sensitive and serious nature of harassment and will strive to keep all matters relating to a complaint confidential. However, if required by law to disclose information, GCMHA will do so. This shall not preclude publication of the final outcome of any matter, where a sanction imposed under this policy includes publication.
4. **Complaint:** A person who experiences harassment, any person who witnessed harassment, or any person who believes that harassment has occurred is encouraged to make it known that the behaviour is unwelcome, offensive and contrary to the values of GCMHA and this policy. If confronting the harasser is not possible, or if after confronting the harasser, the harassment continues, the matter should be reported to an official of GCMHA. For the purposes of this policy, an 'official' is the GCMHA President, Representative Convenor, or a member of the GCMHA Board of Directors.
5. Once an incident is reported, the role of the official is to serve in a neutral, unbiased capacity in receiving the report of the incident, advising the parents/guardians of the incident (if the person who has experienced the harassment is a minor) and assisting in an

informal resolution of the complaint, where this is appropriate. If the official considers that he or she is unable to act in this capacity, the complaint shall be referred to the GCMHA Discipline Committee which is comprised of designated members of the Executive. If informal resolution of the complaint is not appropriate or possible, the person who has experienced or witnessed the harassment, or who believes that harassment has occurred, may make a formal written complaint to the GCMHA Discipline Committee.

6. **Investigation:** The Chairman of the GCMHA Discipline Committee who receives a formal written complaint shall advise the GCMHA Discipline Committee members and a meeting of this committee shall be held within 2 days of receiving the written complaint to appoint an individual to conduct an investigation of the complaint. For serious matters, the investigator should be experienced in harassment matters and investigation techniques, and may be an outside professional. The investigator shall carry out the investigation in a timely manner and at the conclusion of the investigation shall submit a written report to the GCMHA Discipline Committee. Within seven days of receiving the written report of the investigation, the GCMHA President shall decide if the complaint should be dealt with directly, without a hearing, in which case he or she shall direct the appropriate response and the matter shall then be concluded, provided the person complained of is fully informed and is given an opportunity to respond to the complaint.
7. **Referral of Complaint to the OMHA:** Upon receiving a complaint involving a member or members of Garden City Minor Hockey Association, the GCMHA Discipline Committee may direct that the complaint be handled by the OMHA Harassment and Abuse Committee in accordance with OMHA procedures. Furthermore, GCMHA Discipline Committee shall maintain contact with the OMHA to ensure that the complaint is handled in an appropriate and timely manner.
8. **Incidents Requiring Immediate Response:** This policy shall not prevent the GCMHA President, or League Convenor from taking immediate, informal, corrective and appropriate disciplinary action in response to behaviour that, in his or her view, constitutes a minor instance of harassment. Harassment complaints arising during competitions may be dealt with immediately, if necessary, by an GCMHA representative in a position of authority, provided the individual being disciplined is told the nature of the infraction and has an opportunity to provide information concerning the incident. In such situations, sanctions shall be for the duration of the competition only. Further sanctions may be applied but only after review of the matter in accordance with this policy. In the event that an alleged offense is so serious so as to possible jeopardize the safety of others, the GCMHA Discipline Committee may immediately remove the alleged offender from GCMHA activities, pending an investigation of the complaint in accordance with this policy.
9. **Hearing:** If the President of GCMHA decides that the complaint shall be dealt with by means of a hearing, he/she shall appoint three individuals to serve as a Panel, and shall appoint one of these persons to serve as the Chairperson of the Panel. The Panel shall govern the hearing by such procedures as it may decide, provided that:

- a. The complainant and respondent shall be given written notice (by courier registered mail) of the day, time and place of the hearing.
- b. All parties shall receive a copy of the Investigator's report.
- c. Both the complainant and respondent shall be present at the hearing.
- d. The Panel may request that witnesses to the incident be present or submit written evidence which is certified by a Notary Public.

If, at any point in the proceedings, the complainant becomes reluctant to continue, it shall be at the sole discretion of the GCMHA Discipline Committee to continue the review of the complaint in accordance with this policy. After reviewing and deciding the harassment matter, the Panel shall present its findings in a written report to the President, with a copy provided to both the Complainant and the Respondent. This report shall contain:

- e. A summary of the relevant facts.
- f. A determination as to whether the acts complained of constitute harassment as defined in this policy.
- g. Disciplinary action to be taken, if the acts constitute harassment; and
- h. Measures to remedy or mitigate the harm or loss suffered by the complainant, if the acts constitute harassment.

10. Sanctions: When directing appropriate disciplinary sanction, the Panel shall consider factors such as:

- a. The nature and severity of the harassment
- b. Whether the harassment involved any physical contact
- c. Whether the harassment was an isolated incident or part of an ongoing pattern.
- d. The nature of the relationship between the complainant and harasser.
- e. The age of the complainant
- f. Whether the harasser had been involved in previous harassment incidents.
- g. Whether the harasser admitted responsibility and expressed a willingness to change.
- h. Whether the harasser retaliated against the complainant.

In directing disciplinary sanctions, the Panel may consider the following options, singly or in combination, depending on the nature and severity of the harassment:

- i. Verbal apology
- j. Written apology
- k. Letter of reprimand from GCMHA
- l. A fine or levy
- m. Referral to counselling
- n. Removal of certain privileges of membership or employment
- o. Temporary suspension with or without pay
- p. Termination of employment or contract
- q. Suspension of membership
- r. Expulsion from membership
- s. Publication of the details of the sanction

t. Any other sanction which the Panel may deem appropriate
Failure to comply with a sanction as determined by the panel shall result in automatic suspension of membership in GCMHA, OMHA or in organizations affiliated with OMHA, until such time as the sanction is fulfilled. Notwithstanding the procedures set out in this policy, any individual participating in GCMHA business, activities or events who is convicted of a criminal offense involving sexual exploitation, invitation to sexual touching, sexual interference, sexual assault, shall face automatic suspension from participating in any activities of GCMHA for a period of time corresponding to the length of the criminal sentence imposed by the Court, and may face further disciplinary action by GCMHA in accordance with this policy.

11. Appeals Procedure: Both the Complainant and Respondent shall have the right to appeal the decision and sanctions of the Panel, in accordance with GCMHA's Appeal Policy.

Approved: September 26, 2013

Revised: _____

HOCKEY ADMINISTRATION POLICIES

HA-7: FINANCIAL CONTROL

Background

The Treasurer of the GCMHA Board of Directors is responsible to the membership for the proper management of the funds and securities of the corporation. The board's responsibility to act in the best interests of the corporation imposes a stringent duty of care to act honestly, loyally and to the best of one's ability. To ensure accountability and transparency in carrying out these duties, there must be checks and balances based on generally accepted accounting principles in place to manage the risks that accompany handling funds in a busy sports organization.

These checks and balances govern procedures for the following activities: Budgeting, Financial Condition, Asset Protection, Purchasing, Contracts, Petty Cash and Team Bank Accounts.

Policy:

Accordingly, this policy defines how GCMHA's corporate funds and other assets shall be handled:

1. All monies, securities and other valuable effects shall be deposited in the name and to the credit of the corporation in such chartered bank of trust company, or, in the case of securities, in such registered dealer in securities as may be designated by the board of directors from time to time,
2. Disbursement of corporate funds shall be directed by the proper authority, using appropriate procedures for such disbursements.

Budgeting

The Budget is the Board's future -oriented financial plan based on the organization's mission to guide, control and ensure appropriate and prudent use of funds.

1. The Treasurer and/or Budget Committee shall lead the budget process supported by accurate, timely financial information provided by the Administrator and the Bookkeeper.
2. Budget planning begins each year in February to enable a smooth transition from one season to the next and.
3. The budget shall:
 - demonstrate clear assumptions and reflect current corporate priorities;
 - contain sufficient information to enable reasonable projection of revenue and expenses;
 - separate capital and operational items;
 - support program and fiscal integrity,
 - provide a basis for comparison throughout the season,

Financial Controls

Financial controls shall provide the checks and balances needed for systemic security of all transactions.

1. GCMHA shall have and keep full and accurate accounts of all assets, liabilities, receipts and disbursements of the corporation in the books belonging to the corporation in GCMHA's corporate office;
 - All cheques require 2 signatures.
 - Invoices must be approved before payment by the appropriate signing authority.
 - Identify the level of signing authority allowed for board, paid staff and team officials.
 - Budgeted allocations may not be transferred from one budget category to another without a plan to repay within a reasonable period with unallocated funds.
 - Unbudgeted expenses over \$_____ require board approval.
 - Payroll, liabilities and other taxes required by law must be submitted in a timely manner.
 - Any changes in banking arrangements or financial institutions require board approval.

Record Keeping and Reports

1. GCMHA requires a full and complete set of financial records in a manner consistent with generally accepted accounting and bookkeeping practices.
2. Monthly accounting of all the transactions and a statement of the financial condition.
3. Ensure effective procedures for the management and storage of legal and contractual documents.
4. Ensure operating procedures to backup electronic records.
5. Ensure reasonable protection against unauthorized use of electronic records.

Protection of Assets

1. Any purchase or contract of \$x or more require an assessment of quality and price offered from at least 3 vendors/contractors.
2. Ensure protection of the organization's reputation in the community.
3. Should a board member bid on a contract, he/she must withdraw from discussion and voting on the contract.

Petty Cash

Team Bank Accounts

Service and Professional Contracts

GCMHA uses standard contract to engage the services of those professionals or service contractors needed to meet requirements. Accordingly, all GCMHA contracts:

1. Include a termination clause;
2. Adequate funds are available to complete the contract.
3. Deliverables are clearly outlined.
4. There are defined dates to provide updates on the progress of the contract by the contractor.

**Garden City Minor Hockey Association
Incident Report Instructions and Guidelines**

BEFORE submitting an Incident Report, please review the following guidelines and procedural information.

When should I file an Incident Report?

- When you see an incident that goes against any of the GCMHA constitution, Playing Rules or Code of Conduct
- When you feel that an incident was inappropriate to children, adults, volunteers, parents, officials by GCMHA members or visitors to our games.
- To begin an investigation into the conduct of an individual.

Can I submit an Incident Report anonymously?

- No...BUT by signing the bottom of the form, the witnesses' names are protected
- The incident report will be kept in a confidential file and any copies will have the witness names blocked out.

How do I submit the Incident Report?

- Complete the form, make a copy and send to the Discipline Committee Chairperson, the Post Office Box. If mailing the form, address the envelope 'Discipline Committee Chairperson: Confidential'
- You may be asked to clarify any details and follow up may be given.

What is the protocol after an Incident Report is submitted?

- The Discipline Committee Chair will review the report and keep the original on file
- The complaint will be vetted by the Discipline Committee as a whole (witness names blocked out) and the committee will decide to proceed or not.
- If an investigation warrants the person named will be informed of a complaint and asked to respond in writing.
- The committee will then meet to discuss and decide the course of action (closure or consequences) to be taken.

If you believe that there may be a conflict of interest with the Discipline Committee Chairperson, please forward the Incident Report to the Vice President Administration of the Association for further action.

Incident Report

To the GCMHA President or Vice-President - Hockey Operations:

This letter is to inform the committee and board of directors of improper behaviour that was witnessed at an GCMHA Hockey event in front of spectators, players, coaches, and/or officials. We bring this to your attention with the knowledge that your committee will review the incident and decide if the GCMHA, OMHA or Speak Out code(s) of conduct were violated.

Name of person(s)	
Team	
Date of Incident	
Location	
Incident	

Witness #1: _____ Signature: _____

Phone #: _____

Witness #2: _____ Signature: _____

Phone #: _____

By signing the above we understand that our anonymity will be protected.

APPENDIX 2: ACKNOWLEDGEMENT OF THE REGULATIONS REGARDING THE USE OF CAMERAS AND RECORDING DEVICES IN DRESSING ROOMS AND REST ROOMS

**ACKNOWLEDGEMENT OF THE REGULATIONS REGARDING
THE USE OF CAMERAS AND RECORDING DEVICES IN DRESSING ROOMS AND REST ROOMS**

During the 2011-12 hockey season, there was an incident in one of the minor hockey dressing rooms where a picture was taken on a cell phone. It is essential to draw this incident to your attention and to point out that such behaviour is unacceptable from an GCMHA player as outlined in the GCMHA Player Code of Conduct (attached).

All players, Minor Bantam to Minor Midget are required to sign the following statement:

We, the participants understand that the use of cameras, video recorders or those attached to a mobile device (cell phone) in the dressing rooms and or restrooms is strictly prohibited and is an indictable offence under the Criminal Code of Canada, R.S.C. c. C-46, Section 162. Such an offence perpetrated by an adult (age 18 and over) is punishable by imprisonment of up to five years.

Any GCMHA player or participant found using such a device in a prohibited area at any team or Association function will be suspended from the Association and from all team functions. The length of suspension will be reviewed on a case by case basis.

I, _____, of the Garden City Minor Hockey (AA, A, AE)
_____ team have read the above information and understand the importance and severity of deliberately engaging in such an activity.

Signed: _____ Date: _____

Print Name: _____

Witness: _____ Date: _____

Print Name: _____